



[Date]

Dear [*Business Member*],

I would like to extend an offer to your organization to become a vendor of the Tempe Book Festival, which takes place on Saturday, April 16, 2016 from 10 a.m.-3p.m. at the Tempe Public Library. Join us as we promote authors, books and reading. This event is a great opportunity for your organization to give back to the community. There is no fee to participate and the event is free and open to the public.

Event Description

Come out with the whole family to celebrate books and the joy of reading! Co-hosted by the Tempe Public Library and Arizona State University, the festival will feature great books by bringing together local authors, booksellers and others for a day of panel discussions, book signings and fun activities for all ages.

A copy of the 2016 Tempe Public Library Vendor Commitment Form is enclosed for your review. Please feel free to call me at 480/350-5569 to discuss any ideas or suggestions that best meet the goals of your organization. We look forward to your support for this event.

If you are a seller, you will need a Tempe Sales Tax License and an Arizona Joint Tax License. If you don't already have these they can be found at <http://www.tempe.gov/home/showdocument?id=4246>
www.aztaxes.gov

Sincerely,

Jill Brenner
Librarian
Tempe Public Library



2016 Vendor Commitment Form

Tempe Book Festival
Saturday, April 16, 2016 10 a.m. – 3 p.m.

Please fill out the form below to secure your spot for the event.

Organization Name:	
	Important- This is how your company name will appear in all documents. Please take time to make sure the name appears as you want.
Contact Person:	
E-Mail Address	
Telephone:	
Signature:	
Description of Service/Handouts:	
Arrival time:	
Equipment Provided:	<i>Two chairs and one 6' table will be supplied unless otherwise noted.</i>
Extra space need beside table? How many feet?	
Additional Tables / Chairs Needed:	
Other equipment needed:	
Electricity Needed?	

Please email this form to:

Jill Brenner
Tempe Public Library
jill_brenner@tempe.gov
Phone: (480) 350-5569

*Please return this form no later than **February 2, 2016** to ensure you receive full recognition as a Tempe Public Library vendor.*